

U.S. Small Business Administration
Office of Veterans Business Development

VETERAN BUSINESS OUTREACH CENTER PROGRAM

FY 2014

Program Announcement No.

VBOC – 2014-01

**Special Program Announcement for Eligible Institutions Providing
Entrepreneurship Services in SBA Region IX
(California, Arizona, Nevada, Guam and Hawaii)**

The purpose of this Program Announcement is to invite proposals from Public and Private Institutions/organizations in SBA Region IX providing entrepreneurship services and are interested in obtaining funding to provide long-term counseling, training, technical and financial assistance, comprehensive business assessments, and mentoring to veteran, service-disabled veteran entrepreneurs and small business owners interested in starting new or expanding/diversifying established small businesses. **This Program Announcement is subject to the availability of funding.**

**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF VETERANS BUSINESS DEVELOPMENT**

Opening Date: August 21, 2013
Closing Date: September 30, 2013

Proposals responding to this Program Announcement must be posted to www.grants.gov by 11:59 Eastern Time, August 30, 2013. No other submission will be permitted. Proposals after the stipulated deadline will be rejected without being evaluated.

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1.0 Section I – Funding Opportunity Description

1.1 Program Overview

- 1.1.1 Federal Agency Name: U.S. Small Business Administration (SBA)
- 1.1.2 Funding Opportunity Title Veteran Business Outreach Centers (VBOCs)
- 1.1.3 Announcement Type Initial
- 1.1.4 Funding Opportunity Number: Program Announcement No. VBOC-2014-01
- 1.1.5 CDFA Number: 59.044
- 1.1.6 Closing Date for Submission: September 30, 2013- 11:59 P.M. Eastern Time
- 1.1.7 Authority: Section 9 (b) (17) of the Small Business Act, U.S.C. 637(b) (17)
- 1.1.8 Duration of Authority: Permanent
- 1.1.9 Funding Instrument: Cooperative Agreement
- 1.1.10 Funding: Funding is for Fiscal Year (FY) 2014
- 1.1.11 Award Amount/Funding Range: A total of \$150,000 in funding is available for this program in FY 2014. SBA expects to make one (1) award. There is no matching funds requirement. However, the availability of additional funds or in-kind resources should be noted in the technical proposal.
- 1.1.12 Project Duration: Awards will be made for a base project period of 12 months, with up to 4 option periods of 12 months each. Exercise of options is at SBA’s discretion and is subject to the continuing program authority, the availability of funds and satisfactory performance by the Recipient organization.
- 1.1.13 Project Starting Date: Within 30 calendar days of the date of award.
- 1.1.14 Project Evaluation: Proposals will be reviewed for sufficiency as Detailed in Section 5.0 SBA may ask Applicants for clarification of the technical and costs aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.
- 1.1.15 Agency Programmatic Point of Contact: Ramona Peyton, Small Business Administration, Office of Veterans Business Development, Tel: (202) 619-1690. Email: Ramona.peyton@sba.gov

1.2 *Introduction*

The Small Business Act provides for entrepreneurial training, business development assistance, counseling and management assistance to small business owners owned and controlled by eligible veterans; as well as the authority to make grants to, and enter into contracts and cooperative agreements with education institutions, private businesses, veterans' nonprofit community-based organizations, and Federal, State, local and tribal government agencies for the establishment of and implementation of outreach programs for veterans and service-disabled veterans.

1.3 *Background*

Since its inception in 1953, SBA has served to aid, counsel, assist and promote the interests of small businesses; while SBA is best known for its financial support of small businesses through its many lending programs, the Agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs to promote growth, expansion, innovations, increased productivity and management improvements. The mission of SBA's Office of Veterans Business Development (OVBD), which bears responsibility for administering the Veteran Business Outreach Center Program, is to act as a liaison with the veterans business community; to write and review policy analysis and reporting; to act as Ombudsmen for Veterans in Small Business Administration programs, to provide business training, counseling assistance, and to oversee the Federal procurement programs for veteran and service-disabled veteran-owned small businesses.

1.4 *Purpose*

Eligible Institutions (as defined in Section 3.2) may apply to SBA for an award of financial assistance under this Announcement to fund implementation of a Veteran Business Outreach Center to counsel, train, and provide technical and financial assistance, comprehensive business assessment and mentoring to veteran and service-disabled veteran entrepreneurs and small business owners interested in starting new or expanding/diversifying established small businesses in addition to providing business assistance to Reserve Component members and transitioning military personnel interested in exploring career opportunities in entrepreneurship.

1.5 *Leveraging of Resources*

The Applicant selected for an award under this Announcement is required to maximize efforts to leverage SBA funding by working in conjunction with SBA's District Offices and other federal, state, local and tribal government small business development programs and activities; SBA resource partners such as SCORE, Small Business Development Centers, Women's Business Centers, Veterans Business Outreach Centers, 7(j) Technical Assistance providers, Small Business Investment Companies, Certified Development Companies, and SBA lenders; and/or universities, colleges, and other institutions of higher learning; and private organizations such as chambers-of-commerce and trade and industry groups and associations in marketing and promoting the program to eligible, beneficiaries interested in launching new business ventures or expanding or diversifying established businesses. Applicants must provide a detailed description of how they plan to work directly with SBA's resource partners in disseminating information to qualified institutions and organizations interested in becoming a VBOC that provide quality entrepreneurship and small business management education, counseling and training to beneficiaries.

1.6 *SBA Involvement and Oversight*

A designated Grants Officer Technical Representative (GOTR) within the Office of Veterans Business Development at SBA Headquarters will be responsible for overall monitoring and oversight of a Small Business Program award Recipient, including compliance with the terms of

the Cooperative Agreement. A designated Grants Officer within the Office of Grants Management (OGM) will be responsible for issuing the Notice of Award, making modifications to the award and processing payments.

1.7 *Changes or cancellation*

SBA reserves the right to amend or cancel this Announcement, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Announcement, the Agency will extend the Closing Date as necessary to afford Applicants sufficient opportunity to address such changes.

2.0 SECTION II – Award Information

2.1 *Estimated Funding*

SBA expects to issue one award under this Announcement. SBA anticipates the amount of funding under this award to be \$150,000.

2.2 *Expected Number of Awards*

SBA anticipates making one (1) award under this Announcement.

2.3 *Period of Performance/Budget Periods*

Awards will be made for up to a 5-year period of performance, consisting of a base period of 12 months from the date of award and up to four (4) option periods of 12 months each. Exercise of the option periods will be solely at SBA's discretion and is subject to continuing program authority, the availability of funds, and a Recipient's continued satisfactory performance and compliance.

- 2.4 Funds provided under the VBOC Program must be used solely for the purposes stipulated in this Announcement and the Notice of Award and may not be commingled with any other monies. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in the applicable Office of Management and Budget (OMB) cost principles. **Indirect costs will be capped at a maximum of 15 percent regardless of the amount stipulated in an Applicant's indirect cost rate agreement.** SBA will not reimburse Applicants for their proposal preparation costs, but Applicants may request pre-award costs. Pre-award costs must directly relate to the conduct of the project and meet the tests of allowability, allocability, and reasonableness.

No Federal funds provided through an Award under this Announcement, or matching contributions dedicated to such an Award, may be used for the purpose of making a sub-grant. While subcontracting is permitted, successful Applicants may not spend more than 20 percent of Award funds on subcontracts. Additionally, under no circumstances may successful Applicants contract out the administration or day-to-day management of this project to any other party.

2.5 *Funding Instrument*

The funding instrument used will be a Cooperative Agreement

2.6 *Matching Requirement*

None. However, Applicants should note the availability of any additional funds and in-kind contributions pledged to this project in their technical proposals.

3.0 Section III – Eligibility Information

3.1 *General*

An organization may submit only one (1) proposal in response to this Announcement. Any additional applications from the same Institution will automatically be rejected without being evaluated.

3.2 *Eligible Applicants*

In order to be eligible for this funding opportunity an Applicant must:

- Be Institutions of Higher Learning or organizations with the following qualifications:
 - A past history of providing entrepreneurship training to beneficiaries interested in starting new small businesses or who currently own and operate established small businesses and are seeking opportunities for expansion or diversification;
 - Provide superior entrepreneurship training programs, with accomplished entrepreneurship educators with real-time business expertise;
 - A history of successful marketing and recruitment of beneficiaries as candidates in their entrepreneurship counseling and trainings from all socio-economic backgrounds for acceptance as VBOC clients.
 - An established record of providing quality, substantive entrepreneurship counseling resulting in the startup of new and expansion/diversification of existing small businesses;
 - A history of providing technical and financial assistance to veteran, service-disabled veteran entrepreneurs/small business owners and Reserve Component members which has resulted in access to capital for startups, and for business/financial operations or expansion of established firms.

3.3 *Ineligible Applicants*

The following organizations will automatically be considered ineligible and their applications will be rejected without being evaluated.

- Any organization that owes an outstanding and unresolved financial obligation to the federal government;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the federal government;
- Any organization with an outstanding and unresolved material deficiency report under the requirements of the Single Audit Act or OMB Circular A-133 within the past three years;
- Any organization that has a grant or cooperative agreement involuntarily terminated or non-renewed by SBA for cause;
- Any organization that has filed for bankruptcy within the past five years;
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project; and/or
- Any organization that does not meet the above eligibility requirements.

4.0 Section IV – Application and Submission of Information

4.1 *Application Information*

Applications must consist of the following elements: (i) a cover letter; (ii) a technical proposal; (iii) budget information and cost proposal; (iv) certifications, forms and assurances; and (v) attachments and exhibits.

4.1.1 *Cover Letter*

The first page of each application must be a cover letter which contains the following information:

- Statement that the application is in response to the Program Announcement No. VBOC 2014-01;
- Applicant's name and address;
- Applicant's website address;
- Name, telephone number, fax number, and email address for the Applicant's designated point of contact; and
- Dollar amount of assistance being requested.

4.1.2 *Technical Proposal (not to exceed 10 pages)*

The technical proposal serves as the narrative blueprint for the Applicant's planned project and must include the following information:

- A narrative that demonstrates the ability of the Institution to implement the VBOC program, to include identification/selection of accomplished entrepreneurship educators with real-time business expertise, external communication strategies for marketing/promotions, recruitment strategies for beneficiaries and implementation of superior entrepreneurship counseling and training programs;
- Identification of project director and key management personnel and staff; including resumes (position descriptions for unfilled positions). Resumes must include experience relevant to this project and may not be more than two pages in length. Copies of resumes must be included as attachments in accordance with Section 4.1.5 below and do not count toward the 10-page limit;
- Identification of contractors and consultants and the manner in which they were selected (i.e., competitively or non-competitively). **NOTE:** No more than 20% of award funds may be expended on contractor and/or consultant costs. Copies of contracts and consulting agreements (either signed or samples as applicable) must be included as attachments in accordance with Section 4.1.5 below and do not count toward the 10-page limit;
- An organizational chart;
- A timetable of milestones for the 12-month Budget Period; and identification of any additional funds or in-kind resources that will be expended in furtherance of the project.

4.1.3 *Budget Information and Cost Proposal*

Budget information must be provided through the completion or submission of the following:

- Standard Form (SF) 424, Application for Federal Assistance;
- SF-424A Budget Information (Non-Construction Programs);
- Budget Detail Worksheet (Attachments A-9 through A-12 and the SF-424A).
- Budget narrative providing a brief, detailed explanation of the components of each cost element listed in the SF-424A;
- Copy of Applicant's Cost Policy Statement; and
- Copy of the Applicant's current, government-wide indirect cost rate agreement (if the Applicant's budget includes indirect costs). If the Applicant does not have an agreement, it must propose an indirect cost rate in accordance with the procedures set forth in the applicable cost principles circular. Regardless of the Applicant's approved rate, **SBA will cap indirect costs charged to an award made under this Announcement at 15 percent.**

4.1.4 *Certifications, Forms and Assurances*

Each Applicant must complete and submit the following forms:

- SBA Form 1623, Certification Regarding Debarment, Suspension, and Other Responsibility Matters;
- SF-LLL, Disclosure for Lobbying Activities;
- Letter from the Applicant's Auditor, CPA, Treasurer, Comptroller, CFO or similarly qualified individual certifying that the organization's financial management system currently meets requirements of 2 C.F.R. Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Learning, Hospitals, and Other Non Profit Organizations. [**NOTE: This requirement does not apply to awards made directly to state, local, or tribal governments**].

4.1.5 *Attachments and Exhibits*

Each Applicant must attach copies of the following to its proposal:

- Resumes, position descriptions, contracts, consulting agreements, letters of support, pledges of additional funding or in-kind resources, leases, conflict of interest policy, and cost policy statement;
- Most recent A-133 audit report. If the Applicant is not subject to the requirements of the Single Audit Act, it must instead submit a copy of its most recent audited financial statement; and
- Any other documentation the Applicant believes supports its proposal.

4.2 *Submission Instructions*

All proposals (narratives and forms) must be submitted electronically via the government-wide financial assistance portal www.grants.gov. **NO OTHER FORMS OF SUBMISSIONS WILL BE ACCEPTED.** All required forms are provided in the grants.gov application package for this funding opportunity. Specific instructions for obtaining, completing, and submitting an application via grants.gov, including tutorials, may be found at <http://www.grants.gov/web/grants/support.html> or call 1-800-518-4726.

In order to submit an application via grants.gov, an organization is first required to have a DUNS number, be registered with the System for Award Management (SAM), and have a grants.gov username and password. Additionally, Applicants should not wait until the closing date to begin the submission process in order to avoid unexpected delays that could result in the rejection of an application.

Information about the grants.gov registration process can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html;jsessionid=sGNSSStcNVPOr0F1vy>. Applicants must register as organizations, not as individuals. Please note that organizations already registered with grants.gov do not need to register. However, all registered organizations must keep their SAM registrations up-to-date. As part of the grants.gov registration process, an Applicant must designate one or more Authorized Organizational Representatives (AORs). AORs are the only individuals who may submit applications to grants.gov on behalf of an organization. If an application is submitted by anyone other than a designated AOR, it will be rejected by grants.gov and cannot be considered for funding.

Once an application is submitted, it undergoes a validation process through which it will be accepted or rejected by the grants.gov system. The validation process may take 24 to 48 hours to complete. Applicants should save and print written proof of an electronic submission made at grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. The first email will confirm receipt of the application. The second email will indicate

that the application has either been successfully validated by the system and assigned an SBA tracking number, or it has been rejected due to errors. An Applicant will receive a third email once SBA has downloaded its applications from grants.gov for review in accordance with Section 5.3 below.

If grants.gov notifies an Applicant via email that its application contains an error, the Applicant must correct the noted error(s) before the system will accept and validate the application. Applicants that choose to submit on or close to the closing date are advised they may not receive email notification of an error with their application until after the submission deadline, and thus will not have an opportunity to correct and submit their applications. **APPLICATIONS THAT ARE REJECTED BY GRANTS.GOV WILL NOT BE FORWARDED TO SBA AND CANNOT BE CONSIDERED FOR FUNDING.** It is the Applicant's responsibility to verify that its submission was received and validated successfully at grants.gov. To check the status of your application and see the date and time it was received, log on to grants.gov and click on the "Track My Application" link from the left-hand menu.

If you experience a technical difficulty with grants.gov (i.e., system problems or glitches with the operation of grants.gov website itself) that you believe threatens your ability to submit your application, please (i) print any error message received; and (ii) call the grants.gov Contact Center at **1-800-518-4726** for immediate assistance. Ensure that you obtain a case number regarding your communications with grants.gov. **NOTE:** Problems with an Applicant's own computer system or equipment is **not** considered technical difficulties with grants.gov. Similarly, an Applicant's failure to (i) obtain a DUNS number or complete the SAM or grants.gov registration process; (ii) ensure that an AOR submits the application; or (iii) take note of and act upon an email from grants.gov rejecting its application due to errors, are **not** considered technical difficulties. A grants.gov technical difficulty is an issue occurring in conjunction with the operation of grants.gov itself, such as the temporary loss of service by grants.gov due to an unexpected volume of traffic or failure of information technology systems, both of which are rare occurrences.

Applicants should use the following link to obtain assistance in navigating grants.gov and access a list of useful resources: <http://www.grants.gov/web/grants/applicants/organization-registration.html;jsessionid=sGNSSStcNVPOr0F1vv2Hkp6bCysrQKHbQKhrYdNfkQnKT54KC4z9!-983181245!1376923132725>. If you have a question that is not addressed under the "Applicant FAQs" try consulting the "Applicant User Guide" or contacting the grants.gov Contact Center, which is open 24 hours a day, seven days a week.

4.3 *Required Proposal Submission Dates*

Each Applicant is required to submit its proposal electronically via www.grants.gov no later than 11:59 p.m. Eastern Time on August 1, 2013. Because of the re-conditions for submitting applications via grants.gov and the potential for encountering technical difficulties in using that site, Applicants are strongly encouraged to log on to grants.gov and review the submission instructions early. **DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS.** Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

SBA will consider the date and time stamp on the validation generated by grants.gov as the official submission time. A proposal that is not received by grants.gov before the closing date of this Announcement will be rejected without being evaluated, unless the Applicant can clearly demonstrate through documentation obtained from grants.gov that it attempted to submit its proposal in a timely manner but was unable to do so solely because of grants.gov system issues. Additionally, SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

Applicants should save and print written proof of an electronic submission made at grants.gov. If problems occur while using grants.gov, the applicant is advised to (i) print any error message received; and (ii) contact grants.gov for immediate assistance. Applicants may obtain advice and assistance with grants.gov submission process by visiting <http://www.grants.gov/web/grants/applicants/organization-registration.html;jsessionid=sGNNSStcNVPQr0F1vv2Hkp6bCysrQKHbQKhrYdNfkOnKT54KC4z9!-983181245!1376923132725> or by calling 1-800-518-4726.

5.0 Section V – Application Review Information

5.1 General

Applications will be rejected without being evaluated if they are submitted by ineligible organizations, or they are illegible or materially incomplete due to an Applicant’s failure to include all required forms and/or provide the required level of detail.

5.2 Evaluation Criteria

All timely, materially complete applications received from the eligible organizations will be evaluated in accordance with the criteria listed below.

5.2.1 Organizational Experience and Capacity (30 Points)

Applicants will be evaluated on their demonstrated ability to address the business management needs of beneficiaries either starting or currently operating small businesses from all socio-economic backgrounds in disadvantaged and mainstream communities. Applicants shall use the grant funds for setting up a VBOC and providing counseling, training, mentoring, technical and financial assistance to beneficiaries; for marketing and promotional activities to reach and recruit beneficiaries as VBOC clients. Applicants must provide evidence and documentation, including specific examples, of their:

- Experience and capability in providing superior entrepreneurship counseling, training and mentoring, including discussions of the number of years they have conducted such activities, in addition to selection and recruitment of accomplished entrepreneurship educators as trainers with real-time business expertise;
- Knowledge of and capability in recruiting beneficiaries, including discussions of the diverse marketing strategies used for recruitment and mentorship of prior training candidates within Applicant’s entrepreneurship programs;
- Letters/memoranda from Applicants’ Institutions/organizations committing resources in support of VBOCs including staff, equipment, and finances. Records of financial support from private-sector donors providing capital for counseling, training, technical assistance activities to further enhance the success of small businesses owned and controlled by veteran entrepreneurs and small business owners if applicable;
- Sources of capital, including a brief description of their strategies for raising such capital;
- Responses/corrective actions to any qualified audit opinions or A-133 audit findings.

5.2.2 Project Design (15 Points)

Applicants will be evaluated on their understanding of the purpose of the VBOC Grant Program, and the role the of the applicant in providing superior entrepreneurship instruction to beneficiaries, in addition to the ability to effectively market and promote VBOCs within the beneficiaries’ communities. Applicants must outline the outcomes and objectives and methodologies for evaluating the effectiveness of their counseling and training, marketing/promotional strategies. Specific topics Applicants must address include:

- Scope of the geographic area/demographics it intends to penetrate when recruiting, counseling, and training clients;
- Projected milestones/ timelines for program activities and program accomplishments;
- Number of anticipated beneficiaries recruited as VBOC clients and the anticipated number of client counseled and trained annually;
- Clarity, accuracy, relevance, and ease of reportability of its evaluation methodology.

Applicant must include a narrative of no more than 10 pages in length describing the above evaluation criteria and delivery methods as part of its Technical Proposal.

5.2.3 *Project Management (15 Points)*

Applicants will be evaluated on the strength of their staffing and management plans for accomplishing the goals and objectives of their proposed projects. Applicants must demonstrate they will devote to the project adequate numbers of personnel having sufficient experience, establish clear and direct lines of responsibility and authority for managing and overseeing the project, and show that they will have sufficient facilities and other physical resources at their disposals to accomplish the proposed project. In particular, an Applicant must:

- Identify all key management staff and contractors/consultants, describe their roles in conducting and overseeing the project, stipulate the amount of time they will devote to the project, and provide copies of resumes/position descriptions and an organizational chart;
- Identify all facilities and other physical resources that will be utilized in furtherance of counseling, training and technical assistance to beneficiaries, quality, relevant training materials; and development/maintenance of an approved VBOC website. Applicant must provide copies of relevant deeds, leases, free space agreements, rental contracts, memoranda of understanding, etc.;
- Provide copies of all contracts and consulting agreements and identify the employees or officials of the Applicants' organizations who will be responsible for overseeing and administering those agreements;
- Describe its financial management structure and internal controls and identify all staff members who will be responsible for financial recordkeeping, reporting, the receipt and expenditure of award funds, and addressing audit findings;
- Provide a copy of its conflict of interest policy addressing, at a minimum, procedures for ensuring its employees, consultants and contractors do not assist client firms in which they, their principals, or their immediate family members have a financial interest or fiduciary duty and for ensuring its employees, consultants and contractors do not use their role in the project as a means of marketing their outside services to project clients.

5.2.4 *Collaboration and Leveraging of Resources (10 Points)*

Applicants will be evaluated on the breadth of their plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA District Offices, other federal, state, local and tribal government agencies, SBA grant Recipients/resource partners, trade associations, business/industry groups, institutions of higher learning and/or educational organizations. Specifically, an Applicant must provide:

- Copies of agreements with, or letters or emails from, the above-listed types of organizations pledging to work with the Applicant in order to advance specific VBOC Program objectives.

5.2.5 *Ability to Reach Special Target Markets (10 Points)*

Applicants will be evaluated on their ability and positioning to extend project services to minority veterans and services-disabled veterans, majority veteran beneficiaries located in disadvantaged urban or rural locations. For a definition of these target markets, visit <http://www.law.cornell.edu/cfr/text/13/124.105>. Applicants must demonstrate their:

- Experience in working with the special categories of clients listed above and established relationships with organizations representing the interest of such individuals; and
- Proximity to or ability to reach the special categories of clients listed above within their project areas.

5.2.6 *Ability to Train Beneficiaries (20 Points)*

In addition, Applicants must:

- Demonstrate their ability to successfully provide quality, superior entrepreneurship counseling, training, technical and financial assistance to all identified beneficiaries, to include discussions of the types of entrepreneurship training previously provided and the number of minority/majority beneficiaries completing the training and starting small businesses.

Applications that are not rejected by the grants.gov or SBA's screening process will be evaluated by teams of reviewers and scored on the basis of how well they meet the criteria outlined above. These reviewers may be SBA employees or employers of other federal agencies. The maximum score any application can receive is 100 points. Prior to evaluating applications received in response to this Announcement, SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Applicants are therefore encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing VBOC programs and services to as broad a segment of the beneficiaries' within their local small business communities as possible, SBA will consider the geographical dispersion of Applicants' project service areas when making award decisions. An application that exceeds the minimum acceptable score and which scores more highly than other acceptable proposals may nevertheless be passed over for funding if that applicant proposes to serve the same or substantially that same area or market as the existing VBOC Grant Recipient.

6.0 Section VI – Award Administration Information

6.1 *Award Notification*

The Applicant selected for the award will receive written notification. Applicants not selected for awards will not be notified. **There will be no debriefing process for unsuccessful Applications.**

6.2 *Administrative and National Policy Requirements*

The successful Application will be required to comply with the requirement set forth in 2 C.F.R. Parts 215, 220, 225, and 230; 13 C.F.R. Part 143, and OMB Circular A-133 (as applicable); the Assurances of Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notice of Award. In addition SBA may, from time-to-time, advise the Recipient of the award made under this Announcement of new legal requirements and /or policy initiatives with which they must agree to comply.

6.3 *Reporting*

The Recipient is required to submit the reports identified below: SBA may withhold payment if reports are not received or are deemed inadequate. Failure to report in a timely manner will also be weighed against future applications for grant funding from the same organization and the exercise of any option periods. The reports provided by Recipient may be made public. In addition, SBA reserves the right to require the Recipient to post these reports on their web sites. All VBOC centers are required to use the **WEBCATs Database** as their reporting conduit; access to the system will be provided by OVBD.

6.3.1 *Financial Reports*

Recipient will be required to submit quarterly financial reports to SBA using SF-425, Federal Performance Progress Reports, within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the fourth quarter for each Budget Period.

6.3.3 *Report Submission*

Recipient will be required to submit quarterly performance reports to SBA using the SF-PPR Performance Progress Report, within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the fourth quarter of each Budget Period.

7.0 **Section VII – Agency Contacts**

7.1 *Veteran Business Outreach Centers*

Questions concerning general information contained in this Announcement should be directed to the GOTR, Ramona Peyton, at Ramona.peyton@sba.gov.

7.2 *Financial/Grants Management Point of Contact*

Questions concerning budgetary matters related to this Announcement should be directed to electronic.grants@sba.gov

7.3 *Grants.gov Technical Support*

For technical support with filing an electronic application in response to this Announcement, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

8.0 **Section VIII – Other Information**

8.1 *Definitions*

The following definitions apply to awards made under this Announcement.

- 8.1.1 *Applicant* – an eligible Institution of Higher Learning that applies for funding under this Program announcement.
- 8.1.2 *Budget Period* – the 12-month period during which expenditure obligations will be incurred by the recipient for an award under this Announcement. For the purposes of this Announcement, the initial budget period will be from November 4, 2013 to November 5, 2014. Each option year, if exercised, will constitute a separate budget period.
- 8.1.3 *Cooperative Agreement* – A legal instrument reflecting a relationship between the United States government and a Recipient when the principal purpose of the relationship is to transfer a thing of value to the Recipient to carry out a public purpose of support or stimulation and substantial involvement is expected between the awarding agency and the Recipient when carrying out the activity contemplated in the agreement.
- 8.1.4 *Cost Policy Statement* – A document describing all accounting policies of an Applicant organization and narrating in detail its proposed cost allocation plan. This plan must stipulate the procedures used to identify, measure, and allocate all costs to each benefitting activity.
- 8.1.5 *Counseling* – Services provided one-on-one to an individual and/or business that are delivered in person (fact-to-face), on the telephone, or electronically and which are:

- a) Substantive in nature and concern the formation, management, financing, and/or operation of a small business enterprise; and
 - b) Specific to the needs of the business or individual; and
 - c) Require a signed SBA Form 641 or equivalent form that supports SBA's management information database.
- 8.1.6 *Notice of Award* – The legal document, signed by both SBA and a Recipient, that memorializes the award of funding under a Cooperative Agreement and contains the specific terms and conditions that apply to the award.
- 8.1.7 *Project Period* – The total period of performance for an award made under this Program Announcement, including the base and all option-year Budget Periods.
- 8.1.8 *Recipient* – A qualified Institution of Higher Learning that has been awarded funding under the Program Announcement.
- 8.1.9 *Technical Assistance* – Counseling or training services provided to an individual and/or business in knowledge, information or experience on a business-related subject. The training must last for a minimum of one hour and include two or more individuals and/or businesses in attendance.
- 8.1.10 *Training* – is a workshop, seminar or similar activity or event which delivers a structured program of knowledge, information or experience on a business-related topic. The training must last for a minimum of one hour and include two or more individuals and/or businesses.
- 8.2 Instructions for Completing the SF-424 (Application for Federal Assistance)
- Item 1 Enter: "Application"
 - Item 2 Enter: "New"
 - Item 3 Completed by Grants.gov upon submission.
 - Item 4 Leave Blank
 - Item 5a Leave Blank
 - Item 5b Leave Blank
 - Item 6-7 Refer to instructions at end of form.
 - Item 8-9 Refer to instructions at end of form.
 - Item 10 Enter: "U.S. Small Business Administration"
 - Item 11 Enter: [59.044] and [Veteran Business Outreach Centers]
 - Item 12 Enter: Program Announcement No. [VBOC]-2014-01
 - Item 13 Leave Blank
 - Item 14 Applicants must specifically identify each city, county, and state that will be affected by its project.
 - Item 15 Self Explanatory
 - Item 16 Refer to instruction at end of form.
 - Item 17 Leave Blank
 - Item 18 Self Explanatory
 - Item 19 Check Box C. The VBOC Program is not covered by E.O. 12372.
 - Item 20 Refer to instructions at end of form.
 - Item 21 Self Explanatory
- 8.3 Instructions for Completing the SF-424A (Budget Information for Non-Construction Programs)
The budget is the Applicant's estimate of the total cost of performing the project for which funding is being requested under this Announcement during the applicable Budget Period. The budget is to be based upon the total amount of funds that will be devoted to the project, including Federal funds, contributions from non-Federal sources, and program income (as applicable). All proposed costs reflected in the budget must be relevant to the conduct of the project and must be

reasonable, allowable, and allocable under the applicable OMB Cost Principles and Agency policies. All costs must be justified and itemized by unit cost in the Budget Narrative/Budget Detail Worksheet. All forms contained in the financial application package must be completed accurately and in full.

Enter the following information in the appropriate sections:

Section A - Budget Summary

Column A: Enter “[Veteran Business Outreach Center] Program”

Column B: Enter “[59.044]”

Section B – Budget Categories

Complete lines 6a – 6k, entering amounts by budget category, labeling columns 1- 5 as follows:

1 – Federal

2 – Non-Federal Cash

3 – Non-Federal In-Kind

4 – Program Income

5 – Totals

All amounts entered in this section must be expressed in terms of whole dollars. The itemization must reflect the total requirements for project funding from both Federal and non-Federal sources.

Section C – Non-Federal Resources

Refer to instructions on form.

Section D – Forecasted Cash Needs

Refer to instructions on form.

Section E – Budget Estimates

Refer to instructions on form.

Section F – Other Budget Information

Direct Charges: Transfer the total direct charges from Section B, line 6i.

Indirect Charges: Transfer the total direct charges from Section B, line 6j.

Section G - Personnel

List the name, title, salary for each employee who will be paid with project funds and the estimated amount of time each will devote to this project. **NOTE:** Fees, expenses, and the estimated amount of time to be devoted to the project for outside consultants/contractors belongs in the contractual line item, not here.

Section H - Fringe Benefits

Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of indirect costs in the Indirect Cost Rate Agreement (ICRA). If your organization’s fringe benefit package is not included in your ICRA, list each component included as a fringe benefit.

Section I - Indirect Charges

Enter the indirect cost rate, date, and Federal agency that issued your ICRA. If your organization does not have an approved ICRA, you must negotiate an ICRA with SBA in accordance with the applicable OMB Cost Principles.

Section J - Justification of Costs

All proposed costs require justification and narrative explanation.

Section K - Miscellaneous or Contingency Costs

Leave blank. No miscellaneous or contingency costs are allowed.

Section L - Proposal Costs

Leave blank. SBA will not pay any costs incurred in the preparation and submission of a proposal.